

Retention and Classification Report

Agency: Uintah County (Utah). County Clerk (1232)

147 East Main
Vernal, UT 84078
781-5361

Records Officer Tai Bruckner

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AGENCY: Uintah County (Utah). County Clerk

SERIES: 13574

3

TITLE: Agenda

DATES:

ARRANGEMENT:

DESCRIPTION:

These are copies of notices of regular and special public meetings. They may include date, time, location of meeting, and list of items to be discussed.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule CNT 1, Item 2.

AUTHORIZED: 02/08/1994

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 2 years and then destroy.

APPRAISAL:

This disposition is based on

AGENCY: Uintah County (Utah). County Clerk

SERIES: 13573

3

TITLE: Agreements

DATES:

ARRANGEMENT:

DESCRIPTION:

These files contain official agreements enforceable by law, to acquire or incur services, products. File may also include ordinances, bonds, job specification books, and related correspondence.

RETENTION:

Retain permanently.

DISPOSITION:

Retain in agency custody.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

AUTHORIZED: 02/08/1994

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office permanently.

APPRAISAL:

AGENCY: Uintah County (Utah). County Clerk

SERIES: 13575

3

TITLE: Auction records

DATES:

ARRANGEMENT:

DESCRIPTION:

These are either forms or records completed by county agencies when county property is disposed of either by public auction, competitive bidding or destruction. Includes date, department name, description of item, value, disposition, method, and reason, condition, value and approval signature.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule CNT 4, Item 2.

AUTHORIZED: 02/08/1994

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 3 years after disposition of property and then destroy.

APPRAISAL:

PRIMARY CLASSIFICATION:

Public

AGENCY: Uintah County (Utah). County Clerk

SERIES: 13576

3

TITLE: Beer licenses

DATES:

ARRANGEMENT:

DESCRIPTION:

These files document the issuance of beer licenses within the unincorporated areas of the county. They are used for the application, the investigation, and the issuance or denial of beer licenses. Some counties have chosen to regulate the sale of beer in accordance with Utah law. "Any local authority may . . . issue, suspend, and revoke licenses to sell beer at retail for on-premise consumption . . . [and] "to general food stores and other establishments to sell beer at retail for off premise consumption" (UCA 32A-10-101 (1990)). The files include investigative Sheriff's reports, correspondence, and the original application.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule CNT 14, Item 3.

AUTHORIZED: 02/08/1994

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 5 years after expiration of license and then destroy.

APPRAISAL:

PRIMARY CLASSIFICATION:

Public

AGENCY: Uintah County (Utah). County Clerk

SERIES: 13577

3

TITLE: Business license files

DATES:

ARRANGEMENT:

DESCRIPTION:

These files contain information on all business licenses issued in the municipality. All businesses are required to be licensed before conducting business within municipal boundaries. They contain the application, proof of payment, and approval forms from regulatory departments (e.g., fire, police, health).

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

AUTHORIZED: 02/08/1994

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 4 years after final renewal and then destroy.

APPRAISAL:

This disposition is based on

AGENCY: Uintah County (Utah). County Clerk

SERIES: 13596

3

TITLE: Campaign financial disclosure statement files

DATES: 1989-

ARRANGEMENT: Alphabetical by candidate's name

ANNUAL ACCUMULATION: 0.40 cubic feet.

DESCRIPTION:

These financial reports are required to be submitted by all candidates (community council candidates are exempted) for county elective offices within thirty days after the date of the general election. Candidates eliminated at a primary election are required to file the report within thirty days of the primary election (UCA 17-16-6.5 (1993)). The reports document campaign contributions and expenditures. They include county, candidates name, address, telephone number, office name, political party or designation, total contributions of donors who gave more than \$50, aggregate total contributions of \$50 or less, total campaign expenses, balance at the end of reporting period, date, candidates signature, itemized contribution report (form A) listing date received, contributor's name, mailing address and zip code, contribution amount, itemized expenditure report (form B) listing expenditure date, person or organization to whom expenditure was made, expenditures purpose, and amount of expenditures.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series were specifically approved by the State Records Committee.

APPROVED: 06/1994

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 5 years and then transfer to State Archives with authority to weed.

AGENCY: Uintah County (Utah). County Clerk

SERIES: 13596

TITLE: Campaign financial disclosure statement files

(continued)

APPRAISAL:

Administrative

PRIMARY CLASSIFICATION:

Public

AGENCY: Uintah County (Utah). County Clerk

SERIES: 13579

3

TITLE: Contracts

DATES:

ARRANGEMENT:

ANNUAL ACCUMULATION:

DESCRIPTION:

These files contain official agreements enforceable by law, to acquire or incur services, products. File may also include ordinances, bonds, job specification books, and related correspondence.

RETENTION:

Retain permanently.

DISPOSITION:

Retain in agency custody.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

AUTHORIZED: 02/08/1994

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office permanently.

APPRAISAL:

AGENCY: Uintah County (Utah). County Clerk

SERIES: 13580

3

TITLE: Deeds

DATES:

ARRANGEMENT:

ANNUAL ACCUMULATION:

DESCRIPTION:

These files document the county purchase of real property. They are used to document ownership and transfer of title of such property. The files include the original recorded deeds (quit claim, warranty, May tax sale), policies of title insurance, notices of tax sale, abstracts of titles prepared by the county recorder and statements of delinquencies. The county clerk shall "execute under his seal and in the name of and for the county, all deeds and conveyances of all real estate conveyed by the county pursuant to resolutions of the board of county commissioners" (UCA 17-20-4(2)(1990)).

RETENTION:

Retain permanently.

DISPOSITION:

Retain in agency custody.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule CNT 14, Item 14.

AUTHORIZED: 02/08/1994

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office permanently.

AGENCY: Uintah County (Utah). County Clerk

SERIES: 13580

TITLE: Deeds

(continued)

APPRAISAL:

PRIMARY CLASSIFICATION:

Public

AGENCY: Uintah County (Utah). County Clerk

SERIES: 13593

3

TITLE: Election ballots

DATES: 1880-

ARRANGEMENT: Chronological, thereunder numerical by voting district

ANNUAL ACCUMULATION:

DESCRIPTION:

These are ballots of official ballots of county elections cast by voters. They must be kept "unopened and unaltered for twelve months." If election is not contested the ballots "burned without opening or examining the contents" (UCA 20-7-38; 20-5-45(1990)).

RETENTION:

Retain 22 months after election or period from which election could be contested.

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule CNT 14, Item 15.

AUTHORIZED: 12/02/2003

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 22 months after election or period when election can be contested and then destroy.

APPRAISAL:

AGENCY: Uintah County (Utah). County Clerk

SERIES: 13593

TITLE: Election ballots

(continued)

PRIMARY CLASSIFICATION:

Protected

AGENCY: Uintah County (Utah). County Clerk

SERIES: 13610

3

TITLE: Election canvasses

DATES: 1896-

ARRANGEMENT:

ANNUAL ACCUMULATION:

DESCRIPTION:

They are the official canvass of primary, municipal, or special elections. They contain a tabulation of votes cast by combined election districts. They include the date, office, names of candidates, number of votes, and totals.

RETENTION:

Retain permanently.

DISPOSITION:

Retain in agency custody.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule CNT 14, Item 41.

AUTHORIZED: 06/05/2008

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office permanently.

APPRAISAL:

AGENCY: Uintah County (Utah). County Clerk

SERIES: 13610

TITLE: Election canvasses

(continued)

PRIMARY CLASSIFICATION:

Public

AGENCY: Uintah County (Utah). County Clerk

SERIES: 13592

3

TITLE: Election records

DATES:

ARRANGEMENT: Alphabetical

ANNUAL ACCUMULATION:

DESCRIPTION:

These include all other records and forms (excluding ballots, canvasses, and returns) required in municipal elections (UCA 20A-4-202 (2007)).

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule MUN 18, Item 14.

AUTHORIZED: 02/08/1994

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 22 months after the election and then destroy.

APPRAISAL:

PRIMARY CLASSIFICATION:

Public

AGENCY: Uintah County (Utah). County Clerk

SERIES: 13609

3

TITLE: Election returns

DATES: 1880*

ARRANGEMENT: Chronological

ANNUAL ACCUMULATION:

DESCRIPTION:

These are the tapes from electronic counting machine.
They serve as the official tally of votes for primary, special,
and general elections.

RETENTION:

Retain 22 month after the election.

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general
schedule CNT 14, Item 19.

AUTHORIZED: 05/13/2015

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the
record copy which can be in any format. The record copy can include
different formats. Format management information provided here is for the
purpose of managing records that are being either stored by or transferred to
Utah State Archives.

Paper: Retain in Office for 22 months after after the election
and then destroy.

APPRAISAL:

AGENCY: Uintah County (Utah). County Clerk

SERIES: 13609

TITLE: Election returns

(continued)

PRIMARY CLASSIFICATION:

Public

AGENCY: Uintah County (Utah). County Clerk

SERIES: 13566

3

TITLE: Equal Employment Opportunity (EEO) compliance reports

DATES:

ARRANGEMENT:

ANNUAL ACCUMULATION:

DESCRIPTION:

These are compliance files containing background papers and correspondence relating to contractor employment practices.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule CNT 8, Item 9.

AUTHORIZED: 02/04/1994

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 3 years and then destroy.

APPRAISAL:

PRIMARY CLASSIFICATION:

Public

AGENCY: Uintah County (Utah). County Clerk

SERIES: 13601

3

TITLE: Interim land use policy

DATES: 1991-

ARRANGEMENT: Alphabetical by interim land use policy title

ANNUAL ACCUMULATION: 0.10 cubic feet.

DESCRIPTION:

This is a land use plan on public lands and public resources in Uintah County. It was developed by the county and adopted by the county commission. It is used to protect the rights of private landowners. This plan includes policies concerning land disposition, water resources, agriculture, timber and wood products, cultural resources, recreation, wildlife and wilderness, mineral resources, access and transportation.

RETENTION:

Retain permanently.

DISPOSITION:

Retain in agency custody.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series were specifically approved by the State Records Committee.

APPROVED: 06/1994

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office permanently.

APPRAISAL:

Administrative

This disposition is based on the administrative needs expressed by the office.

AGENCY: Uintah County (Utah). County Clerk

SERIES: 13601

TITLE: Interim land use policy

(continued)

PRIMARY CLASSIFICATION:

Public

AGENCY: Uintah County (Utah). County Clerk

SERIES: 13581

3

TITLE: Leases

DATES:

ARRANGEMENT:

ANNUAL ACCUMULATION:

DESCRIPTION:

These are building or equipment leases and related records documenting agreements, services, and payments.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule CNT 9, Item 2.

AUTHORIZED: 02/08/1994

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 6 years after contract expires and then destroy.

APPRAISAL:

This disposition is based on

AGENCY: Uintah County (Utah). County Clerk

SERIES: 5921

3

TITLE: Maps

DATES: undated

ARRANGEMENT:

ANNUAL ACCUMULATION:

DESCRIPTION:

Land, roads, and canals in Uintah county.

RETENTION:

Retain Permanent. In Archives custody.

DISPOSITION:

Transfer to the State Archives with authority to weed.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in State Archives permanently with authority to weed.

AGENCY: Uintah County (Utah). County Clerk

SERIES: 84021

4

TITLE: Marriage license applications

DATES: 1913-

ARRANGEMENT: Chronological, thereunder numerical by application number

ANNUAL ACCUMULATION:

DESCRIPTION:

The county clerk registers each couple throughout the application process to prove their identity and record other information which permits the couple to receive their license to be legally married. The information includes: application number; names and addresses of couple; color or race; marital status; places and dates of birth; occupation of applicants; names, birthplaces, and dates of birth; occupation of applicants; names, birthplaces, and nationalities of fathers; maiden names, birthplaces, and nationalities of mothers; statements that applicants are free from venereal disease or chronic epilepsy (until February 19, 1964 when the form was altered, not requiring this information); maiden name of female (if previously married); signatures of applicants; consent of parent or guardian if either applicant is a minor; is a minor; signatures of witnesses and county clerk; and date application was filed.

RETENTION:

Retain permanent

DISPOSITION:

Retain in agency custody.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Microfilm master: Retain in State Records Center permanently.

AGENCY: Uintah County (Utah). County Clerk

SERIES: 84021

TITLE: Marriage license applications

(continued)

PRIMARY CLASSIFICATION:

Exempt UCA 26-2-22 (2008); private.

AGENCY: Uintah County (Utah). County Clerk

SERIES: 23289

3

TITLE: Marriage license record books

DATES: 1888-

ARRANGEMENT: Chronological

ANNUAL ACCUMULATION:

DESCRIPTION:

These record books are the recorded copies of marriage licenses. The forms include blanks for bride, groom, officiating person, location, date of marriage, etc. as well as the county clerk's signature and recording date.

RETENTION:

Retain permanently.

DISPOSITION:

Retain in agency custody.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in State Archives permanently after microfilming.

Microfilm master: Retain in State Archives permanently.

Microfilm duplicate: Retain in Office permanently.

AGENCY: Uintah County (Utah). County Clerk

SERIES: 84019

4

TITLE: Marriage licenses

DATES: i 1888-

ARRANGEMENT: Chronological

ANNUAL ACCUMULATION:

DESCRIPTION:

This series contains marriage licenses granted in Beaver County. The information includes names, addresses, and ages of bride and groom; date and number of licenses; date of marriage; title and signature of person performing the ceremony; and signatures of bride, groom, witnesses, and county clerk.

RETENTION:

Retain permanent

DISPOSITION:

Retain in agency custody.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule CNT 14, Item 25.

AUTHORIZED: 02/02/1989

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office permanently.

APPRAISAL:

AGENCY: Uintah County (Utah). County Clerk

SERIES: 84019

TITLE: Marriage licenses

(continued)

PRIMARY CLASSIFICATION:

Public

AGENCY: Uintah County (Utah). County Clerk

SERIES: 13600

3

TITLE: Municipal building authority records

DATES: 1991-

ARRANGEMENT: Alphabetical by municipal building authority name

ANNUAL ACCUMULATION: 0.40 cubic feet.

DESCRIPTION:

These records document the creation and operation of a municipal building authority within Uintah County. According to UCA 17A-3-903 (1993) "the [county commission] may organize a non-profit corporation as the building authority for the [county]." The building authority is "authorized to acquire, improve, or extend one or more projects and to finance their costs on behalf of the [county]." Uintah County's Municipal Building Authority has funded two projects; the Western Park and the Uintah Care Center. The records include bylaws, contracts, cancelled checks, reports, and disbursement listings.

RETENTION:

Retain permanently.

DISPOSITION:

Retain in agency custody.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series were specifically approved by the State Records Committee.

APPROVED: 06/1994

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office permanently.

AGENCY: Uintah County (Utah). County Clerk

SERIES: 13600

TITLE: Municipal building authority records

(continued)

APPRAISAL:

Administrative Historical

This disposition is based on the administrative and historical needs expressed by the Office.

PRIMARY CLASSIFICATION:

Public

AGENCY: Uintah County (Utah). County Clerk

SERIES: 13594

3

TITLE: Notaries public monthly report

DATES: 1988-

ARRANGEMENT: Chronological

ANNUAL ACCUMULATION: 0.10 cubic feet.

DESCRIPTION:

This monthly report is sent by the State Division of Corporations and Commercial Civil Code to notify county clerks of notaries commissioned during the previous month. County clerks are required to "keep and maintain an indexed record" of all notaries within the county" (UCA 17-20-3 (1993)). The report includes month, date, notary public's name, address, commission date, and date commission expires.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series were specifically approved by the State Records Committee.

APPROVED: 06/1994

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office until superseded and then destroy.

APPRAISAL:

Administrative

This disposition is based on the administrative needs expressed by the office.

PRIMARY CLASSIFICATION:

Public

AGENCY: Uintah County (Utah). County Clerk

SERIES: 13582

3

TITLE: Oaths of office

DATES:

ARRANGEMENT:

ANNUAL ACCUMULATION:

DESCRIPTION:

These records are the official oaths of persons elected or appointed to county positions. They are used to verify that oaths are given in accordance with the Utah State Constitution (Art. IV, Sec. 10). Before entering into the duties of all elected and appointed officials "shall take and subscribe to a specified oath or affirmation." All oaths and bonds for county officials "shall be filed with the county clerk, except for the county clerk which shall be filed with the county treasurer" (UCA 52-1-3 (1990)).

RETENTION:

Retain permanently.

DISPOSITION:

Retain in agency custody.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule CNT 14, Item 28.

AUTHORIZED: 02/08/1994

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office permanently.

APPRAISAL:

Historical

This disposition is based on both the evidential and informational value of these records. They are important research tools. These oaths may be used to document the organization of

AGENCY: Uintah County (Utah). County Clerk

SERIES: 13582

TITLE: Oaths of office

(continued)

the agency/office and to identify individual persons serving in
elected and appointed positions.

PRIMARY CLASSIFICATION:

Public

AGENCY: Uintah County (Utah). County Clerk

SERIES: 13881

3

TITLE: Official bond and oath

DATES:

ARRANGEMENT:

ANNUAL ACCUMULATION:

DESCRIPTION:

"All official bonds shall be recorded in the office of the county recorder and then filed and kept in the office of the county clerk. The official bond of the county clerk after being recorded shall be filed and kept in the office of the county treasurer" (UCA 17-16-11 (1990)).

RETENTION:

Retain Permanent.

DISPOSITION:

Transfer to the State Archives permanently.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule CNT 14, Item 29.

AUTHORIZED: 03/25/1994

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in State Archives permanently with authority to weed.

APPRAISAL:

AGENCY: Uintah County (Utah). County Clerk

SERIES: 13881

TITLE: Official bond and oath

(continued)

PRIMARY CLASSIFICATION:

Public

AGENCY: Uintah County (Utah). County Clerk

SERIES: 13598

3

TITLE: Passport application transmittal records

DATES: 1960-

ARRANGEMENT: Chronological

ANNUAL ACCUMULATION: 0.10 cubic feet.

DESCRIPTION:

These records document the applications received and fees collected for passports. The county clerk provides a service by taking the applications and collecting fees and then transmitting applications and the fees to the U.S. State Department. The office only serves as a collections center and does not process the applications. Passport fees must be paid in "U.S. currency or by draft, check, or money order payable to the Dept. of State or the Passport Office" (22 CFR 51.60 (1990)). The transmittal form includes the facility's name, address, and telephone number, applicants' names, birthdate, telephone numbers, departure date, check amount, totals, type of fee (regular, amendments, no fees), total number processed, totals, name and signature of person preparing report, and any necessary remarks.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series were specifically approved by the State Records Committee.

APPROVED: 06/1994

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 1 year and then destroy.

APPRAISAL:

Administrative

This disposition is based on the administrative needs expressed by the office.

AGENCY: Uintah County (Utah). County Clerk

SERIES: 13598

TITLE: Passport application transmittal records

(continued)

PRIMARY CLASSIFICATION:

Public

AGENCY: Uintah County (Utah). County Clerk

SERIES: 13572

3

TITLE: Payroll warrant register

DATES: 1970-

ARRANGEMENT: Chronological, thereunder numerical by warrant number

ANNUAL ACCUMULATION:

DESCRIPTION:

This register is a numerical listing by check number and agency codes of all payroll checks issued by the county. It includes code, date, warrant number, name of employee, social security number, types and amounts of individual deductions, and may include hourly rate, and number of hours worked. Though this register is frequently used to reference specific payroll checks, it might be the only record of employee salaries and would then serve the same retirement purpose as the Employee earnings history files.

RETENTION:

Retain 7 years

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule SG 10, Item 31.

AUTHORIZED: 07/15/2015

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 7 years and then destroy.

APPRAISAL:

AGENCY: Uintah County (Utah). County Clerk

SERIES: 13572

TITLE: Payroll warrant register

(continued)

PRIMARY CLASSIFICATION:

Private

SECONDARY CLASSIFICATION(S):

Public

AGENCY: Uintah County (Utah). County Clerk

SERIES: 13880

3

TITLE: Personnel action forms

DATES:

ARRANGEMENT:

ANNUAL ACCUMULATION:

DESCRIPTION:

These are reports and statistics with supporting and related records which document payroll operations and pay administration. They include reports and data used for workload and personnel management purposes.

RETENTION:

Retain 3 years

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule SG 10, Item 30.

AUTHORIZED: 07/15/2015

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 3 years and then destroy.

APPRAISAL:

AGENCY: Uintah County (Utah). County Clerk

SERIES: 13880

TITLE: Personnel action forms

(continued)

PRIMARY CLASSIFICATION:

Private

AGENCY: Uintah County (Utah). County Clerk

SERIES: 13584

3

TITLE: Petitions

DATES:

ARRANGEMENT:

ANNUAL ACCUMULATION:

DESCRIPTION:

These files contain the formal written petitions from county residents submitted to the county commission proposing action. Each petition contains a statement of purpose on proposed action and signatures and addresses of petitioners. It is the responsibility of the county clerk to "preserve and file all petitions" (UCA 17-5-15(7)(1990)). Signatures must be verified to determine whether petitioners are registered voters.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule CNT 14, Item 32.

AUTHORIZED: 02/08/1994

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 5 years after issue resolved or final decision is made and then transfer to State Archives with authority to weed.

APPRAISAL:

PRIMARY CLASSIFICATION:

Public

AGENCY: Uintah County (Utah). County Clerk

SERIES: 13597

3

TITLE: Proclamations

DATES: 1980-

ARRANGEMENT: Chronological

ANNUAL ACCUMULATION: 0.10 cubic feet.

DESCRIPTION:

These are official public announcements made by the county commission. They are used to announce special events, recognize the importance of the event, and to encourage citizen involvement. They include date, subject, public announcement, and commission chair's signature.

RETENTION:

Retain permanently.

DISPOSITION:

Retain in agency custody.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series were specifically approved by the State Records Committee.

APPROVED: 06/1994

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office permanently.

APPRAISAL:

Administrative Historical

This disposition is based on both the administrative and historical needs expressed by the office.

AGENCY: Uintah County (Utah). County Clerk

SERIES: 13597

TITLE: Proclamations

(continued)

PRIMARY CLASSIFICATION:

Public

AGENCY: Uintah County (Utah). County Clerk

SERIES: 13585

3

TITLE: Proof of publication

DATES:

ARRANGEMENT:

ANNUAL ACCUMULATION:

DESCRIPTION:

These files contain evidence of the publication of a document or public notification appearing in a local newspaper, usually for hearings, sale of bonds, budget, and council meetings

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

AUTHORIZED: 02/08/1994

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 6 years and then destroy.

APPRAISAL:

AGENCY: Uintah County (Utah). County Clerk

SERIES: 13599

3

TITLE: Public meetings notices

DATES: 1978-

ARRANGEMENT: Chronological

ANNUAL ACCUMULATION: 0.20 cubic feet.

DESCRIPTION:

These are notices required by UCA 52-4-6 (1993). "Each public body shall give not less than 24 hours' public notice of the agenda, date, time, and place of its meetings." These notices include public body's name, meeting's date, place, and time, meeting's subject, and the county clerk's certification that notices was posted and distributed to local radio stations, and newspapers.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series were specifically approved by the State Records Committee.

APPROVED: 06/1994

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 2 years and then destroy.

APPRAISAL:

Administrative

This disposition is based on the administrative needs expressed by the office.

PRIMARY CLASSIFICATION:

Public

AGENCY: Uintah County (Utah). County Clerk

SERIES: 5013

3

TITLE: Publications

DATES:

ARRANGEMENT: Alphanumerical

ANNUAL ACCUMULATION:

DESCRIPTION:

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in State Archives permanently with authority to weed.

AGENCY: Uintah County (Utah). County Clerk

SERIES: 13586

3

TITLE: Purchase orders

DATES:

ARRANGEMENT:

ANNUAL ACCUMULATION:

DESCRIPTION:

These are forms authorizing the order to purchase supplies or equipment by the county. They contain the name of requesting agency, name of vendor, item, date ordered, delivery date, purchase order number, account charged, and authorizing signature.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule CNT 9, Item 4.

AUTHORIZED: 02/08/1994

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 4 years and then destroy.

APPRAISAL:

AGENCY: Uintah County (Utah). County Clerk

SERIES: 5925

3

TITLE: Randlett irrigating and canal company map.

DATES:

ARRANGEMENT: Alphanumerical by

ANNUAL ACCUMULATION:

DESCRIPTION:

RETENTION:

Retain Permanent. In Archives custody.

DISPOSITION:

Transfer to the State Archives with authority to weed.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in State Archives permanently with authority to weed.

AGENCY: Uintah County (Utah). County Clerk

SERIES: 13587

3

TITLE: Receipt books

DATES: 1980-

ARRANGEMENT: Chronological, thereunder numerical by receipt number

ANNUAL ACCUMULATION:

DESCRIPTION:

These are receipts issued for money received into county accounts from all sources. Includes date of payment, department, or fund to which money belongs, receipt number and amount paid.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule CNT 5, Item 17.

AUTHORIZED: 02/08/1994

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 3 years and then destroy.

APPRAISAL:

AGENCY: Uintah County (Utah). County Clerk

SERIES: 13588

3

TITLE: Resolutions

DATES:

ARRANGEMENT: Numerical by resolution number

ANNUAL ACCUMULATION:

DESCRIPTION:

These are formal statements of decisions or expressions of opinion adopted by the county commission. They perform the same function as an ordinance. The county clerk is required to "make full entries of all [county commission] resolutions" (UCA 17-5-10 (1990)). The most commonly adopted resolutions include the following: adoption of county budgets, sale of industrial bonds, and creation of special improvement districts.

RETENTION:

Retain permanently.

DISPOSITION:

Retain in agency custody.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule CNT 14, Item 35.

AUTHORIZED: 02/08/1994

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office permanently.

APPRAISAL:

Administrative Historical Legal

Resolutions are similar to ordinances. Resolutions have legal value because they are municipal laws. They have historical value because ongoing resolutions document changes to the law over time.

AGENCY: Uintah County (Utah). County Clerk

SERIES: 13588

TITLE: Resolutions

(continued)

PRIMARY CLASSIFICATION:

Public

AGENCY: Uintah County (Utah). County Clerk

SERIES: 13602

3

TITLE: Right-of-way easement records

DATES: 1882-

ARRANGEMENT: Chronological

ANNUAL ACCUMULATION: 0.20 cubic feet.

DESCRIPTION:

These records contain documents executed by property owners granting the county access rights to their property for public works or other county purposes. They are used to provide access to enter or modify private property. They include easement agreements and related correspondence.

RETENTION:

Retain permanently.

DISPOSITION:

Retain in agency custody.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series were specifically approved by the State Records Committee.

APPROVED: 06/1994

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office permanently.

APPRAISAL:

Administrative Historical

This disposition is based on both the administrative and historical needs expressed by the department.

AGENCY: Uintah County (Utah). County Clerk

SERIES: 13602

TITLE: Right-of-way easement records

(continued)

PRIMARY CLASSIFICATION:

Public

AGENCY: Uintah County (Utah). County Clerk

SERIES: 13589

3

TITLE: Vehicle registration certificates

DATES:

ARRANGEMENT:

ANNUAL ACCUMULATION:

DESCRIPTION:

These motor vehicle registration forms document county ownership.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule CNT 6, Item 11.

AUTHORIZED: 02/08/1994

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office until vehicle is transferred or sold and then transfer with vehicle.

APPRAISAL:

PRIMARY CLASSIFICATION:

Public

AGENCY: Uintah County (Utah). County Clerk

SERIES: 5926

3

TITLE: Vernal area maps

DATES:

ARRANGEMENT: Alphanumerical by

ANNUAL ACCUMULATION:

DESCRIPTION:

RETENTION:

Retain Permanent. In Archives custody.

DISPOSITION:

Transfer to the State Archives with authority to weed.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in State Archives permanently with authority to weed.